

## **THE VILLAGE OF BACAVI FACILITIES & MAINTENANCE TECHNICIAN**

**INTRODUCTION:** This position is responsible for administrative direction and supervision in coordinating and managing the maintenance and repair of village facilities, ground and water/wastewater systems and other village establishments.

**DUTIES:** (The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive).

1. Responsible for the maintenance , monitoring and compliance of all water/wastewater and septic systems under the jurisdiction of the village in accordance with tribal & federal EPA regulatory policies & codes; provides administrative and technical assistance in planning & developing village projects.
2. Receives and reviews repair/work orders from resident members or village administration; prioritizes and completes order in compliance with applicable policies & procedures; ensures that supplies, material and equipment are properly selected and available for accomplishing tasks.
3. Reads, interprets and records daily readings from meter gauges and other monitoring instruments; enter data into established manual & automated logs, etc.; performs preventive maintenance on gauges, meters and other devices to ensure proper working condition.
4. Performs minor electrical, plumbing & carpentry repairs, keeps abreast of new/improved preventive maintenance developments and implements changes to maintain, update and enhance methods and procedures; and operates a variety of village owned equipment in the performance of work, i.e., tractor, backhoe, dump truck, etc.
5. Works closely with the village accountant to ensure availability of funding for project construction, renovation or maintenance; performs cost estimations (projections); processes requisitions for the purchase of tools, equipment and supplies; and conducts inventory of property and material.
6. Collects & prepares monthly and/or as needed water samples from wells, tanks & faucets for field testing and for shipment to qualified laboratories for organic/inorganic testing; applies chlorination, fluoridation (other chemical) preventatives if contamination is detected by field or laboratory tests; ensures water quality meets the health & safety standards mandated by federal EPA regulations and tribal health authorities; conducts follows up work to address any complaints and to implement correction action measures.
7. Prepares and submits required and special reports, cost estimates, etc., to the supervisor and Bacavi Water Association (BWA) and Village Board of Directors as requested; attends monthly BWA meetings and, if requested, BOD meetings to give oral presentations on area of responsibilities.
8. Attends village or committee meetings to report on area of responsibility; may be required to attend training, conferences or workshops to enhance knowledge in area of specialty.
9. Performs other related duties as assigned and authorized to meet the village's goals and objectives.

**COMPLEXITY:** The work typically includes varied duties requiring many different and related processes and methods. Decisions regarding what needs to be done include the assessment of unusual circumstances, variations in approach, and incomplete or conflicting data. The work requires making many decisions concerning such things as the interpretation of considerable data, planning of the work or refining the methods and techniques to be used.

**SUPERVISION RECEIVED:** The incumbent is under general supervision and line authority of the Community Service Administrator. The incumbent and supervisor, in consultation, define the objectives, projects and deadlines; and assist the incumbent with unusual situations which do not have clear precedents. The incumbent plans and carries out the successive steps and handles problems and deviation in the work assignment in accordance with established instructions, policies previous training or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness and conformity to policy and requirement.

**PERSONAL CONTACTS:** Contacts are with employees within/outside the immediate work area, supervisor, village members, tribal officials, BIA, Indian Health Service, local, state & federal agencies, contractors, vendors and the general public. The purpose of these contacts is to exchange factual information, provide assistance, coordinate work efforts, resolve operational problems and establish a network of resources/relationships.

**PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:** Some work is performed in an office environment but mainly outdoors requiring physical exertion such as lifting, climbing, bending, crawling, stopping and walking over rough uneven terrain in varying weather conditions requiring the incumbent to wear protective clothing and gear and adhering to safety practices. The incumbent will be on-call to address emergency situations on weekends, holidays and evenings. Travel on and off the reservation is required.

**MINIMUM QUALIFICATIONS:**

1. Required Education, Training and Experience:

- A. Education: High school diploma or G.E.D. equivalent;

AND

- B. Training: Certification at Level 1 – Water Treatment; Level 1 – Wastewater Collections; Level 1 – Wastewater Treatment; Certification shall be issued by the Inter-Tribal Council of Arizona or State of Arizona. Certification in Small Lagoon Operations, in lieu of a Level 1 Wastewater Treatment is acceptable;

AND

- C. Experience: Three (3) years work experience in residential plumbing, electrical work, troubleshooting and building construction & maintenance;

OR

- D. Any equivalent combination of Education, Training and Experience, which demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities

- A. Knowledge:

Knowledge of the Safe Drinking Water Act, Clean Water Act and Occupational Safety and Health Standards

Knowledge of Tribal and Federal water and wastewater codes and ordinances

Knowledge of tools and equipment used in this field of work

Knowledge of hazards and safety precautions common to building and water/wastewater maintenance

B. Skills:

Skill in verbal and written communications  
Skill in supervising and customer service  
Skill in operating hand and power tools (safety and dexterity) and equipment for this line of work  
Skill in operating community tractor, backhoe and dump truck  
Skill in operating basic office equipment/machine, computers and applicable software

C. Abilities:

Ability to plan, organize, schedule and direct the work of others  
Ability to prepare clear and concise reports  
Ability to read and interpret building plans, blueprints, building codes and prepare diagrams & schematics  
Ability to analyze problems and take correction action  
Ability to operate basic office equipment/machines, computers and applicable software  
Ability to establish and maintain positive professional working relationships with others


**NECESSARY SPECIAL REQUIREMENTS:**

1. Possess valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
2. Be physically capable of carrying out the duties of the position.

**PREFERRED QUALIFICATIONS:**

1. Possess valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving Course.
2. Speak and understand the Hopi Language.

REVIEWED BY: \_\_\_\_\_

  
Hiring Authority

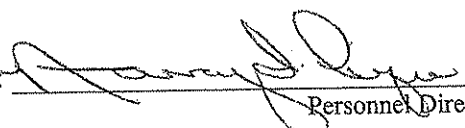
2/12/07  
Date

APPROVED BY: \_\_\_\_\_

  
Chairperson, Board of Directors  
Village of Bacavi

2-12-07  
Date

REVIEWED BY: \_\_\_\_\_

  
Personnel Director

02-14-07  
Date